



**CALIFORNIA PRISON
HEALTH CARE SERVICES**

CLINICAL SOCIAL WORKER, HEALTH/CORRECTIONAL FACILITY – SAFETY

XP35/9872– Exam Code: 1RC15



**California
Department of Corrections
and Rehabilitation**

OPEN – STATEWIDE

**CONTINUOUS FILING
Internet Examination**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

EXAMINATION BASE

DEPARTMENTAL OPEN FOR:

Department of Corrections and Rehabilitation (CDCR)

Positions currently exist statewide with CDCR.

**POSITION
DESCRIPTION**

A **Clinical Social Worker (Health/Correctional Facility) - Safety**, under general direction in a State correctional facility or outpatient clinic, conducts responsible psychiatric social work with and on behalf of mentally, physically, or developmentally disabled persons and their relatives; incumbents conduct assessments and summarize case information for use in diagnosis, treatment (level of care), and dispositional release; diagnose and/or collaborate in the formulation of a diagnosis; develop, monitor, and modify treatment plans in collaboration with the interdisciplinary treatment team; identify and recommend appropriate services based on assessment and, where applicable, civil or penal code commitment; provide individual and group therapy as delineated in the treatment plan; provide suicide and crisis risk assessment and intervention; participate in risk assessment, evaluation, and recommendation for alternate level of care placement, for release to the community, or other case disposition (with consideration for the risk the patient presents to the community); coordinate discharge planning activities and act as resource on accessing appropriate community support and services to be utilized upon release; respond to requests from clients/patients, family members, courts, and community agencies; provide social work services to family members and community agencies; consult with colleagues and other staff on behavior management treatment issues; prepare verbal and written social work reports and provide court testimony, as required by law and policy, which can be used in all legal jurisdictions; participate in professional meetings, committees, training, and conferences; and participate in research and Quality Assurance and Improvement (QA&I); maintains order and supervises the conduct of inmates and/or youthful offenders; protects and maintains the safety of persons and property and does other related work.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply and take this examination at any time, unless the applicant has tested within the testing period indicated below.

HOW TO APPLY

The Application and Training and Experience Assessment are available on the Internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Clinical Social Worker (Health/Correctional Facility) – Safety is contained within the Internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Evaluation Assessment on the Internet by connecting to the following on-line instructions:

http://cphcs.hodesiq.com/bl_joblist.asp

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA also has internet terminals that are available for public use at no cost. For more information, contact the Service Center at 1-866-844-8671.

**APPLICATION
DEADLINE/
TESTING PERIOD**

Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she file their applications.

The testing period for this examination is six (6) months. Once you have taken the Training and Experience Assessment examination, you may not retest for six (6) months.

SALARY RANGE

Currently, as of July 1, 2007,

Salary for Adult Institutions (except the 3rd Day Visiting Program), **Division of Adult Parole Operation and Division of Correctional Health Services Only:**

\$5,551 - \$7,233 per month

Salary for Board of Parole Hearings and the Third Day Visiting Program in Division of Adult Institutions:

\$3,554 - \$4,430 per month

Through October 2011, full-time employees' monthly salary will be reduced by 4.62% in exchange for eight (8) hours of leave, credited to each employee's leave balances as Personal Leave Plan 2010 credit.

BENEFITS

For a summary of benefits provided by the Department of Personnel Administration, click here <http://www.dpa.ca.gov/benefits/orientation/Benefits.shtm> or the State Personnel Board, click here <http://www.jobs.ca.gov/OEC/benefits/benefits.aspx>

**MINIMUM
QUALIFICATIONS**

Possession of a valid license as a Licensed Clinical Social Worker issued by the California Board of Behavioral Science. [Individuals who do not qualify for licensure by the California Board of Behavioral Science may be admitted into the examination and may be appointed but must secure a valid license within four years of appointment; however, an individual can be employed only to the extent necessary to be eligible for licensure plus one year. An extension of the waiver may be granted for one additional year based on extenuating circumstances, as provided by Section 1277(e) of the Health and Safety Code. The time duration for unlicensed employment does not apply to active doctoral candidates in social work, social welfare, or social service, until the completion of such training.]

[Unlicensed individuals who are recruited from outside the State of California and who qualify for licensure may take the examination and may be appointed for a maximum of one year, at which time licensure shall have been obtained or the employment shall be terminated; an extension of the waiver may be granted for an additional one year based on extenuating circumstances, as provided by Section 1277 (e) of the Health and Safety Code. Individuals granted an additional one year based on extenuating circumstances may be appointed for a maximum of two years at which time licensure shall have been obtained or the employment shall be terminated. Additionally, they must take the licensure examination at the earliest possible date after the date of employment.] **And**

Education: Completion of a master's degree program from an accredited school of social work, approved by the Council on Social Work Education.

Special Personal Characteristics: An objective and empathetic understanding of individuals with the mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.

Special Physical Characteristics: Persons appointed to class of Clinical Social Worker (Health/Correctional Facility) – Safety are reasonably expected to have and maintain sufficient strength, agility and endurance to perform during physically, mentally, and emotionally stressful situations encountered on the job without compromising their health and well-being or that of their fellow employees, patients, or inmates.

Assignments may include sole responsibility for the control of patients, clients, or inmates and the protection of personal and real property.

Drug Testing – Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

EXAMINATION PLAN This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

TRAINING AND EXPERIENCE EVALUATION – WEIGHTED 100%

- A. Knowledge of:
 - 1. Principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work.
 - 2. Psycho/social aspects of mental and developmental and physical disabilities.
 - 3. Community organization principles.
 - 4. Scope and activities of public and private health and welfare agencies.
 - 5. Characteristics of mental, developmental, and physical disabilities.
 - 6. Current trends in mental health, public health and public welfare, and Federal and State programs in these fields.
- B. Ability to:
 - 1. Utilize and effectively apply the required technical knowledge.
 - 2. Establish and maintain the confidence and cooperation of persons contacted in the work.
 - 3. Secure accurate psycho/social data and record such data systematically.
 - 4. Prepare clear, accurate, and concise reports.
 - 5. Work family and community agencies in preparation for discharge.
 - 6. Develop and implement programs.
 - 7. Provide professional consultation.
 - 8. Analyze situations accurately and take effective action.
 - 9. Communicate effectively.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, please contact the CPHCS' Selection Services Section at (916) 445-1086 to make specific arrangements.

ELIGIBLE LIST INFORMATION The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the Training and Experience Assessment to re-establish eligibility.

VETERANS POINTS/ CAREER CREDITS Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career Credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at the State Personnel Board or their website at spb.ca.gov, local offices of the Employment Development Department, and at the California Prison Health Care Services.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Prison Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in Open Entrance and Open, Nonpromotional Entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CPHCS EXAMINATION INFORMATION CALL (916) 445-1086
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
PO Box 4038, 501 J Street, Suite 350, Sacramento, CA 95812-4038
www.cphcs.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

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